

Committee Reports

Communications

A survey was used to show the demographics of attendees to the Vendor Forum. The Committee published the 2016 Annual Report.

Strategic Planning

The Committee drafted a new Strategic Plan to guide future efforts with an emphasis on data-driven decisions.

Economic Advisory Commission

Commissioner Kelly Hebron represents the SBC on the EAC. The Commission exists to provide policy level recommendations to the County Board of Supervisors regarding economic development and expansion.

Community Business Partnership

The Small Business Commission is a founding member of the Community Business Partnership. The CBP continues to provide developmental assistance and education opportunities to county businesses.

Office of Emergency Management

Commissioner Elizabeth Novak represents the SBC with the OEM. The office continued to act as a conduit of emergency preparedness to small businesses. The Vendor Forum included a session entitled "Continuity Planning for Small Businesses".

Ombuds and Vendor Comments Board

Due to the excellent work of the county contracts specialists, no complaints were received and no corrective actions were needed in 2016.

Legislative and Policy

Commissioner Cyrus Sobhani continued to publish monthly articles related to pending and enacted legislation (at local, state, and federal levels) that were insightful and well-received and effectively explained the impact to small businesses.

Education and Outreach

Commissioner Marvin Powell supported the Vendor Forum by identifying topics and speakers. This year's Forum saw a growth in attendance and participation in the activities.

Transparency

Commissioner Eva Freund led the committee to pursue more complete reporting of small business purchases across all county purchasing offices. Support from members of the Board of Supervisors to make this a reality was successfully pursued.

Media Productions (Ad Hoc Committee)

Chair Tracey Wood led the effort to move the SBC and the Vendor Forum into the Channel 16 world of media exposure.



Fairfax County Small Business Commission Mission & Purpose

The purpose of the Fairfax County Small Business Commission (SBC) is to advise and assist the Board of Supervisors, County Executive and County Purchasing Agent on any matter that will enhance the capability of small, minority-owned, women-owned, service-disabled veterans, and emerging businesses to succeed. Such matters are the formulation of policies or procedures which may affect the management, operation or financial stability of these businesses to better position them to do work in or for Fairfax County.



Annual Report 2016

Small Business Commission Members

Tracey Wood, Chairman, At-Large
John Pellegrin, Vice-Chairman, At-Large

April Tan, At-Large
Ed Reniker, Braddock District
K. Cyrus Sobhani, Dranesville District
Beatrice Malone, Hunter Mill District
Kelly Hebron, Lee District
Elizabeth Novak, Mason District
Katy Fike, Mt. Vernon District
Eva Freund, Providence District
Marcantonio Barnes, Springfield District
Marvin Powell, Sully District



Chairman's Remarks

Thank you to Vice-Chairman John Pellegrin, my fellow SBC Commissioners, and the staff of the Department of Procurement and Material Management (DPMM) for making 2016 a fantastic success. I appreciate the part everyone played to give something of themselves in their volunteer role to make sure the commission advanced and improved. Three major things happened this year:

- The Vendor Forum was bigger than ever
- A Transparency Ad Hoc Committee was formed
- A Media Productions Ad Hoc Committee was formed

The 2016 Vendor Forum's success speaks for itself. The support of DPMM was critical to our annual event and we are especially grateful to Jason Im as our staff POC. We also appreciate the County Board Supervisors who were able to attend: Chairman Sharon Bulova and Supervisor Cathy Hudgins (Hunter Mill). We offer special kudos to Commissioner Marvin Powell for acquiring the speakers year-after-year.

The Transparency Committee has brought into view the concerns with non-accountability and incomplete recording of small business contract wins. Talking points were developed and presented to a number of County Supervisors with supportive responses from them. Special thanks go to Eva Freund for heading up this pilot committee, which has only begun to find ways to make an impact on small business utilization.

As it has been clear from my first appointment to the commission, my concentrated focus is providing SBC exposure. Making sure businesses know the commission is a valuable advocate for small business success in Fairfax County.

We continue to find the county's Public Affairs staff useful in gaining more exposure for the Vendor Forum. This year, I focused on getting Channel 16 on board earlier for the Vendor Forum, which yielded productions that aired four times a day on Channel 16—three weeks leading up to the event, and also produced clips that supervisors were...

proud to post on their county web pages and Supervisor Bulova placed in her electronic weekly newsletter. In a desire to inform small businesses about how great Fairfax County is for them, we proposed a Channel 16 series entitled *Stepping Stones* to highlight the SBC and various County business resources.

To further gain exposure and to honor the late Commissioner Beatrice Malone we announced the first annual SBC Small Business Award during the 2016 Vendor Forum. I also decided to acknowledge the commissioner with the best (in fact perfect) attendance: Commissioner Cyrus Sobhani (Dranesville).

This has been a thrilling year. While I will continue to focus fully on Media Productions and work with Communications, my other commitments do not allow me to remain the Chair. But I leave the leadership in very capable hands and look forward to continuing to team with my fellow Commissioners to accomplish even more in 2017.

Tracey Wood, Small Business Commission Chair,
At-Large Commissioner



The 2016 Vendor Forum showed an increase in both exhibitors and attendees representing greater engagement with the County and its small businesses.

Registered Guests: 869

Attendees: 406

Exhibitors: 63 (30 County Departments)

Workshops and Training:

- Networking Strategies That Work
- Performance Management
- Continuity Planning for Small Businesses
- Social Media & Non-Traditional Marketing
- The Magic of Location
- Alternative Financing
- How to Prepare a Government Proposal
- Selling to Fairfax County



Pictured above (left to right): K. Cyrus Sobhani, Elizabeth Novak, Beatrice Malone, Tracey Wood, Marvin Powell, John Pellegrin, Ed Reniker, Kelly Hebron, April Tan